

George Holmes Bixby Memorial Library
Board of Trustees Meeting Minutes
May 5, 2016

In Attendance: Elizabeth Hunter Lavallee, Chair; Janet Hicks, Treasurer; Paul Lawrence, Trustee; Deborah Rogers, Acting Secretary; Charles “Mike” Swinford, Alternate Trustee; Carol Brock, Library Director; Mary Farrell, Children’s Librarian

Meeting convened: 6:05 PM

The order of the agenda was changed to accommodate the timing of Trustees in attendance.

1. Minutes

It was moved, seconded, and approved to accept the April 7, 2016 minutes as presented.

2. Old business/updates

- a. It was suggested that the purchase and installation of granite benches be postponed until landscaping plans are finalized.
- b. Deb has communicated to Town Administrator Jamie Pike the need for improving the landscape in front of the library. It will be done but timing may be dependent upon the window restoration/trim painting projects. Paul commented on the difficulties in maintaining grass along Main Street from one year to the next. Alternate landscapes will continue to be explored and discussed with the Town.
- c. The Town has a Request for Proposals for the summer 2016 window restoration project with a June 1st deadline for bids.
- d. Paul reported that the cost of the second floor bathroom will probably be less than \$1000 (we had budgeted up to \$1500) which includes approximately 3 hours labor plus fixtures. After discussing the possible use of the old fixtures from the children’s bathroom, it was decided that purchasing new fixtures was more prudent for future maintenance and repair. The electric hand dryer will be moved to the new bathroom, the old fixtures will be removed, the plumbing capped and the room used for storage.

- e. Jan and Deb have begun the weeding process under Carol's direction. Obsolete law books, encyclopedias and books on cassettes have been removed and recycled. A Weeding Policy will be presented to the Board for approval at the June meeting.
- f. Regarding new hours of operation, Carol made a presentation which included several possible new schedules; comparisons with hours of other libraries in the region; considerations and questions concerning such changes. Discussion will be continued at the June meeting with a tentative new schedule to be promoted in the summer for a trial period (up to a year) of new hours which could begin at the end of the summer/early fall.
- g. In the absence of committee member Robin Haubrich, it was decided to discuss the new Patron Conduct Policy proposal at the June meeting. Paul and Robin will share their suggested policy with Carol before that meeting.

3. Librarians' reports

Carol reported that the monthly stats were good. When questioned about the low usage of e-books/materials, Carol said that the numbers were fairly good for our town. Carol reviewed a variety of upcoming programs. Jan requested that patron attendance at programs be a separate statistic from general patron usage of the library in future stats. Carol informed us that the geo-thermal system was not working and Henry and Jamie were working on having it repaired. Mary reported that it has been a quiet month because of children participating in the baseball programs. Plans are underway for the summer reading program.

4. Treasurer's report

Jan reported that she is in the transition process in her new position as treasurer. The Harwood account was up about 1% this month, there were no expenditures and the normal small amount of income was received for the month. Jan's report was accepted as presented.

5. New Business

The June meeting will begin at 5:30 PM to accommodate the start of the Library program scheduled for 7 PM.

6. Public comment

There was no public comment.

7. Adjournment

The meeting was adjourned at 7:24 PM

Next meeting: June 2, 2016 at 5:30 PM

Respectfully submitted,

Deborah N. Rogers, Acting Secretary